



Minutes

Meeting:	Dunton Hills Garden Village – Steering Group Meeting
Venue:	Brentwood Town Hall SAR Meeting Room 3
Date:	Wednesday 12 June 2019
Time:	14:00-15:30

Attendees:

Justin Booij (JB)	Brentwood Borough Council (BBC)
Phil Drane (PD)	
Bill Newman (BN)	
David Ubaka (DU)	
Charlotte Robinson (CR)	CEG
David Barnes (DB)	
Jonathan Alldis (JA)	Homes England
Matthew Jericho (MJ)	Essex County Council (ECC)

Review Actions from Previous Meeting (01 May 2019)

- 2019-05-01_01: DB Discussions have taken place still awaiting Paramics model. There have been some inconsistencies in the data already reported, which has delayed matters by around three weeks. No formal response received from ECC to confirm that the data has been validated.
- 02: DU - Weekly telecons are taking place for the Southern Growth Corridor. Transport Assessment draft report to be issued to ECC by the end of June.
- 03: KP – Transport issue added to risk register
- 04: CR – CEG issued MOU to landowners for comment and signoff
- 05: Action superseded by other decision; Key stakeholders have been invited to the next DRP and all stakeholders will be issued with final Masterplan and table showing how each of the issues raised have been addressed.
- 06: DB – Carried forward; the next DRP will generate a new set of issues.
- 07: CR - has issued terms of reference. PD - These to be discussed.
- 08: DB - Delayed due to consultant's absence. The Housing Topic Paper has now been issued.

- 09: DU - draft report can be prepared by the end of the June, although ideally need a further presentation/workshop session before this is issued formally.
- 10: CR - Have tried to contact them but not been successful so far. – Carry over action.
- 11: MJ This action was the distinction between the transport evidence being prepared for the application and in support of the Local Plan. This has mainly been dealt with via telecons. PD - There has been a lot of focus on the issues surrounding BEP.

1. General Programme Update

a. Risks and Issues (review register and log new)

PD - Key risk added from last steering group meeting was regarding the Local Plan Transport Assessment and associated highways modelling. This remains a risk although is being managed.

b. Highlight report review

PD – Highlight report for May 2019 maintains amber rating from previous report (April 2019). CEG updated that outline planning application submission timeframes are being worked to (submission in September 2019) although this is to be tied to the Council's submission of the Local Plan and timings of examination hearing sessions. Potential additional work required following second Design Review Panel (DRP) in July. Feedback letter from first DRP is due imminently and will be provided to CEG first, the local authority will get a copy.

MJ - Need to understand the reasons how and why the scheme design has changed through this process.

PD - Have reported on the work done in the past month i.e. workshops. PPA between CEG and BBC has been signed. Session on viability between CEG and BBC consultants due to take place. MHCLG and Homes England (HE) came to BBC to discuss the project (22/05/2019).

JA - Need to ensure that the MHCLG/HE Garden Village Capacity Funding bid for the next year is prepared.

PD - Beginning to think about this and the key workstreams that will need funding, incl. Design Guidance, Education/Children Focus, Community Involvement.

PD - Session due in the coming months headed up by Birmingham University which looks at how the younger demographic of the community can be involved in the site design.

PD - Will need to look at how the Council's Community Forum will sit with CEG's Community Liaison Group (differences between long-term and more short-term elements of community engagement). KP to liaise with Victoria Walker (CEG).

PD - Session with Homes England and MHCLG on 22 May 2019 was useful, included Chief Executive attendance. Provided a comprehensive update on the ongoing work involved in the project.

JA – Confirmed that the Council’s leadership’s buy-in to the project was received positively by MHCLG and HE representatives.

CR - Comments received from the CEG public engagement event in West Horndon (05/06/2019) were generally positive. Residents gave positive feedback to the proposals for DHGV. Concerns were raised regarding vehicle speed limits within West Horndon, Gypsy & Traveller pitch provision at DHGV and wider transport impacts.

PD – A report will be presented to the Council’s Policy, Resources and Economic Development Committee on 10 July to update the Local Development Scheme (LDS) (timetable). Part of the paper will include an update on DHGV with regard to further work needed on design guidance and a process for the acquisition of land to deliver off-site infrastructure needs, if required.

PD - Timetable will be updated to show that submission of the Local Plan will be achieved in Q3 2019 (Jul-Sep), which is a change from Q1 in the current LDS.

PD - Looking to design a separate website for DHGV from a Council perspective. Working with IT team and looking to go live in the next month.

PD – Completion of Local Plan representations processing due by the end of next week (21/06).

PD - Meeting to be arranged with existing Community Trusts, need to draw up terms of reference.

PD - Still outstanding matters regarding on the update to the Infrastructure Delivery Plan (IDP) and potential costs for required infrastructure. Meetings to be held with c2c regarding the West Horndon station improvements.

DU - There has been progress from the weekly Southern Brentwood Growth Corridor transport integration telecons.

PD – The Council is mobilising additional resource to finish updating the IDP. Will seek to set up a meeting with ECC shortly.

- PD - Update, meeting with West Horndon Parish Council taking place tomorrow evening. One ward councilor has been directly involved in the recent workshops. DB - A number of councilors attended the CEG consultation event last week.

c. Milestone Plan review

No specific updates apart from those referenced above.

2. Masterplan Design Process

a. Update DRP and key issues raised

PD – Design South East letter not yet received but will be circulated to Steering Group members. The DRP session endorsed that the proposals involve three community hubs, the western area would be a key gateway with the main community hub as part of the first phase of development.

DB - Provided an overview of the key changes to the masterplan that have been developed. Key vistas towards the farmhouse are to be maintained, importance of connection to Station Road into West Horndon and improving walking/cycling links. The heart of the community has been emphasised. Further meeting tomorrow to focus on heritage matters which may result in amendments to the design (13/06/2019). Landowner to the north west is looking at options for a hotel and accompanying eatery. May need its own access but the site may act as a buffer from emissions from the A127.

PD - Looking to provide BBC and ECC comments to CEG to help inform the next DRP presentation.

DB - Freestanding early years facility still needs to be incorporated into the Masterplan.

DB - Gypsy and Traveller pitches likely to be in the south-west of the site with direct access onto the A128.

DB - Self and Custom Build plots are to be spread across the site.

MJ - To provide Gypsy and Traveller Liaison Group contact from ECC.

b. Update on evidence base progress (completed and gaps or milestones for new material)

PD - IDP is being updated;

DB - Need to be mindful of delivery the longer the delay on the submission of the Local Plan. In terms of the Masterplan:

- Transport Surveys complete.
- Heritage meeting tomorrow.
- Ecology Surveys ongoing.
- Ground conditions: awaiting chemical analysis.
- Overhead Powerlines: pursue notice after planning application has been submitted.
- EIA Scoping Opinion request to be submitted imminently.

PD - Looking to establish Statements of Common Ground (SoCG) with Basildon and Thurrock Councils, have contacted them to discuss their responses.

c. Update on Consultation event 5 June

CR - Colleague is collating all responses from the event now and a report will be issued in due course. This will inform the application SCI.

d. Next Steps – Outputs being produced

As described above.

e. Pre-App Meeting updates with BBC and ECC

JB - Last week had a meeting with CEG planning agents. EIA Scoping Opinion request to be submitted imminently.

CR - Meeting with ECC and CEG this morning. There was some discussion around costs of historic costs and this can be resolved. Hopeful that this can be signed off by next week.

JB - ACTION - To send a copy of the pre-app response from BBC to ECC, with CEG's agreement.

DB - Will attempt to circulate DRP presentation material before the Panel Day.

3. Delivery

a. Agree Terms of Reference of Master Developer role

PD - Would be helpful to have a Council ToR to sit alongside the CEG ToR.

CR - ToR has been signed off by a board, statement of intent and how they see it working. Not meant to cover everything.

BN - Would be good to see how it relates to the governance. Would be useful to put a Council ToR with this. There is some cross over where there is joint delivery. Can look to move this on to address this before the next liaison meeting.

JA - Homes England can provide comments on this.

MJ - ECC can also do the same and agree there needs to be some more connection with the governance.

BN - Would expect comments back within the next couple of weeks.

b. Update on Landowner discussions how feeding in requirements

CR - Meeting last week, further meetings set up with Mr Low (Meadow House). Sarah Cornwell (Bellway) generally content with Masterplanning progress. No feedback yet from Mr Smith or his agents (Timmermans Nursery). They are looking

at a higher density and utilising direct access (as existing) to the A127. This view is not supported by CEG and BBC. Regular contact with landowners generally. DB to chase a response from Timmermans Nursery. Farmstead landowner (Mr Dunn) generally content with Masterplanning progress.

c. Delivery strategy

i. Housing: Meeting to be convened.

ii. Community facilities: Community Forum / Liaison Group meetings to be convened.

PD - Need to think about the next steps on what is required.

DB - Main facility is very likely to be situated in the village centre.

BN - Homes England have given us some really good examples of where this has worked well.

iii. Education establishments

CEG to finalise phasing proposals and to send these when ready.

4. Key Decisions

None

5 - AOB

None

Next Meeting: Wednesday 10 July 2019

Action List

Reference	Description	Owner	Due Date	Status
2019-06-12_01	Chase DRP: DSE feedback required by Friday.	KP	14-Jun-19	Closed
2019-06-12_02	Liaise with Victoria Walker (CEG) to discuss how the Community Forum will sit with the Community Liaison Group (Long term and short term)	KP	10-Jul-19	Closed
2019-06-12_03	Arrange meeting with Community Trusts	PD	10-Jul-19	Open
2019-06-12_04	Provide BBC and ECC comments to CEG to help inform the next DRP presentation.	KP	19-Jul-19	Closed
2019-06-12_05	Missing land uses such as freestanding early years facility and Gypsy and Traveler pitches to be identified on the updated Masterplan.	DB	19-Jul-19	Open
2019-06-12_06	Provide Gypsy and Traveler Liaison Group details to DB.	MJ	12-Jun-19	Open
2019-06-12_07	Distribute Consultation event (5th June) report	DB	10-Jul-19	Open
2019-06-12_08	Forward pre-application responses to ECC	JB	14-Jun-19	Open

Previous Actions Carried Forward

Reference	Description	Owner	Due Date	Status
2019-05-01_01	CEG to obtain formal response from ECC to confirm that the data has been validated	DB	10-Jul-19	Open
2019-05-01_02	Transport Assessment draft report to be issued to ECC by the end of June.	DU	30-Jun-19	Open

2019-05-01_06	CEG to create a table of the key issues arising from the first DRP and how they are being addressed. To be issued a week in advance of second DRP but also to all stakeholders prior to a following briefing session.	DB	12-Jul-19	Open
2019-05-01_07	CEG ToR to be discussed further.	CR	10-Jul-19	Open
2019-05-01_09	South Brentwood Growth Corridor Work to be issued, making the case of alternative transport strategies, after further presentation/workshop session	DU	10-Jul-19	Open
2019-05-01_10	CEG to make contact with Brentwood County High of possible sponsorship opportunity	DU	12-Jun-19	Open
2019-05-01_04	CEG to provide update / finalise MOU with Landowners	CR	10-Jul-19	Closed
2019-05-01_05	KP to work with DB on a suitable date to present the Masterplan back to stakeholders	KP / DB	10-Jul-19	Closed
2019-05-01_08	DB to issue topic paper and arrange a date for a follow up meeting with the BBC Housing Strategy team to discuss the suggested approaches	DB	10-Jul-19	Closed
2019-05-01_11	Outcomes and progress of the weekly transport strategy telecons to also be presented (ongoing).	DU / DB	10-Jul-19	Closed